BFUG Info Session: Long-term Secretariat (LTS)

Points to be addressed today

- Financial model (budget & fees) → document
- Related governance issues - main discussion for the autumn, linked to the statutes of the Association
- Founding members
- Name of the association
- Updates from Romania: hosting arrangement
- Roadmap and timeline → document

Institutional & Legal Foundation

Suggested name – “name availability request” needs to be submitted

“Association of the EHEA Secretariat”

Legal Structure: Formally registered as a non-profit association operating under Romanian civil legislation.

Operational Base: Fully anchored in Bucharest with proper legal capacity to sign contracts, rent space, and employ permanent international staff.

Fully operational: 1 July 2027

Review: 2033

BFUG Invitation & Setup

Inclusive Governance: All EHEA members are formally invited to join

Registration of the association: December 2026

- a minimum of 3 founding country members
- call to present/past/incoming co-chairs
- open for volunteering countries

Hosting Arrangement

- **Premises:**
  - Open call to Bucharest-based public HEI to host the LTS
  - 2 proposals – currently under evaluation
- **In-kind support:** Romania provides office facilities, security, IT infrastructure …
- **Relation between host & association:** MoU or similar

Tasks & Staff

Mandate Continuity

- **Core role:** full logistical & policy support for the Bologna Process, BFUG and working structures
- **Tasks:** retains standard tasks of previous rotating secretariats to maintain continuity and existing workflows



Professional Core Team

Designed to employ high-caliber staff from diverse EHEA countries with attractive terms:

- **Head of Secretariat (1 FTE):** team leader fully accountable to BFUG, selected via European open search.
- **Policy officers (5 FTE):** 2 Senior and 3 Junior roles facilitating 12 working groups / task forces.
- **Support staff (2 FTE):** combined focus on communications (1 FTE) and administration (1 FTE).
- **Secondments:** welcome – but not to secure operational continuity

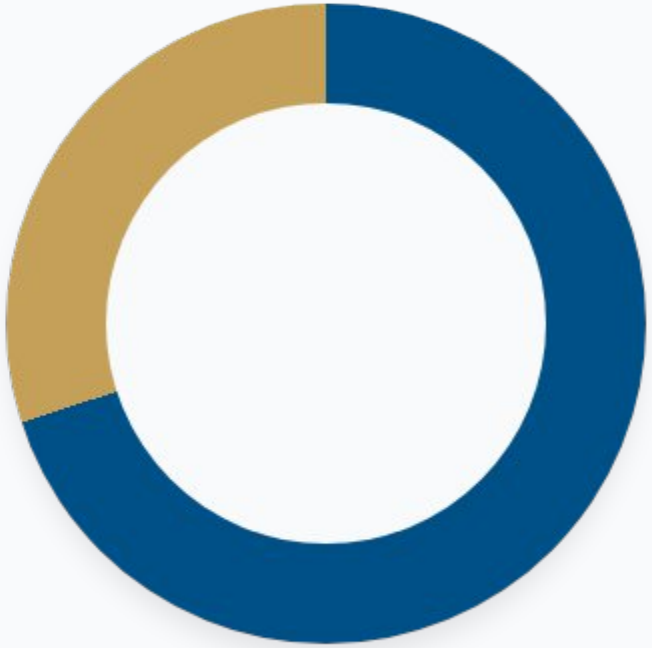
Annual Budget Requirements

BUDGET BREAKDOWN

Item	What is included and on what basis it was estimated	Annual cost (EUR)
Staff Salaries & Costs	8 FTE Core (HoS: 11k gross, Senior: 7k gross, Junior/Support: 4k gross)	614,250 €
Travel & Meeting Costs	BFUG meetings (2/y), Board (2/y), WG/TF/CG (12 groups x 2/y)	64,600 €
Office Space & Premises	In-kind physical infrastructure contribution provided by Romania	0 € (In-Kind)
Other Administrative Costs	IT hardware, secure website hosting, software licenses, insurances	45,000 €
Reserve Fund Build-Up	Required 15% allocation to protect against payment delays or crises	108,577 €
TOTAL ANNUAL FUNDING REQUIREMENT	**Inclusive of initial 15% reserve fund architecture**	**832,427 €**

** Staff calculation formula strictly based on: monthly gross × 13 months × 105% to incorporate legal employer contributions.*

Funding and cost coverage



EHEA Member States (70% Share)
582,427 € raised annually via differentiated country membership fees.

European Commission (30% Share)
250,000 € co-funding from EU via the ongoing Erasmus+ programme grant.

+ Contribution of the host (premises …)

Differentiated Country Fee Structure

4 GROUPS

Fees are calculated on a weighted index of **50% GDP** and **50% GDP per capita** (analogous to the established EQAR system). This promotes balance and high structural fairness:

20,804 €

GROUP 1 (11 COUNTRIES)

DEU, GBR, FRA, CHE, IRL, ESP, NLD, etc.

15,603 €

GROUP 2 (8 COUNTRIES)

SWE, DNK, BEL, AUT, FIN, TUR, POL, etc.

10,402 €

GROUP 3 (16 COUNTRIES)

CZE, PRT, ROU, GRC, SVN, HUN, EST, etc.

5,201 €

GROUP 4 (12 COUNTRIES)

UKR, BGR, SRB, MNE, BIH, ALB, MDA, etc.

Summary Metrics	47 Active Countries	Total Projected Member Fees: 582,512 €

Detailed country list and index math located in the Annex document provided on 23 June.

Risk Mitigation & Financial Rules

GOVERNANCE

Reserve Fund Rules

- **Initial buffers:** 15% reserve built immediately (charging full annual fee for 2027 despite 1 July start).
- **Phasing out:** if contributions remain regular, reserve build-up allocations can be phased out starting 2030.
- **Operational security:** reserve absorbs cash-flow hiccups without affecting secretariat functionality.

Non-Payment Penalties

- **Payment flexibility:** BFUG can grant delayed payment windows during acute national crises.
- **Loss of voting rights:** persistent non-payment triggers loss of voting rights in LTS General Assembly.
- **Exclusions:** ineligible to serve on the steering committee; standard BFUG voting rights remain untouched.

Roadmap to Bucharest Operational Launch

MILESTONES

Nov 2026

Official endorsement of proposed fee levels at BFUG meeting.

Mar-Apr 2027

Initial 2027 invoices dispatched to members.

15 June 2027

Payment due date (contingent on Ministerial endorsement).

1 July 2027

LTS officially starts operation (2027-2033 cycle).

Dublin BFUG – 4-5 November

BFUG members are invited to:

- **endorse the financial architecture**
- **endorse the Statutes**
- **prepare for joining the association**
- **agree profile and selection process for HoS**
- **appoint ad-hoc group for HoS selection**

Roadmap: 2026 Policy Milestones

June - Oct
Procedural Reviews: Adapt EHEA Rules of Procedure & finalize draft association statutes in Romania.

18 Sept
TF Face-to-Face Meet: Host Country & Task Force meet in Romania to align statutes and finalize drafting.

Oct tbc
Info session - focus on statutes

5-6 Nov
BFUG Decisions: Crucial approval of Statutes, selection criteria for HoS, and 2027 fee structures.

December
Legal Founding: At least 3 country founders formally establish the Romanian legal entity.

Roadmap: 2027 Operational Handover

Jan - Feb

Interviews & Board: Complete HoS interviews, select candidate, and appoint Steering Committee.

Mar - Apr

MoU & Invoices: Finalize Romania Host MoU, recruit team, and issue annual membership fee invoices.

26-27 May

EHEA Launch: Ministerial Conference officially launches and details the new Long-Term Secretariat.

1 July

Fully Operational: The Romanian LTS officially takes over all tasks from the rotating secretariat.

Financial Takeaways & Invoicing Timeline

15 Jun

DUE DATE FOR FIRST ANNUAL FEES

Key Financial Principles for 2027

Invoice issuing: invoices for the annual membership fees will be formally issued and sent in **March / April 2027**.

Transition security: While fees are legally due post-ministerial in mid-June, members are strongly encouraged to execute early payments to secure smooth setup workflows.

Host in-kind support: assurances for in-kind administrative infrastructure are signed concurrently with the invoicing timeline.

Next Steps for BFUG Members

1. **Examine the information provided re. fees, budget, etc.: flag questions or problems early on**
2. **Initiate approvals:** begin early consultations at your ministries regarding the administrative capacity to join the Romanian association and the financial commitment
3. **Express founding intent:** reach out to the Task Force if your ministry wishes to act as one of the key co-founding legal members in December 2026.
4. **November BFUG preparation:** ensure your delegates are fully briefed on the upcoming vote on statutes of the association and Head of Secretariat profile criteria.

Questions & Comments